

**CIVIL SERVICE COMMISSION  
WATERBURY, CONNECTICUT**

Open Competitive Exam #1664  
**SALARY:** \$85,000 - \$100,000 p/yr

**OPEN COMPETITIVE EXAMINATION FOR:** Director of Public Works

**FRINGE BENEFITS:** Choose from three available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation; paid Sick Leave; Personal Days.

**LAST DAY FOR FILING APPLICATIONS**

**Applications,** which may be obtained at the Civil Service Office, **must be on file** at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 by 4:50 p.m.

NOVEMBER 22, 2004

**IMPORTANT:**

1. **Veterans** – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. **Residents** – Residency points shall be added in accordance with the amendment to the Civil Service Rules and Regulations. Proper documentation (Civil Service Office Request for Residency Points) must be submitted with application of employment.

**EXAMPLES OF DUTIES:** This is a senior professional, management level position requiring management, administrative and technical skills in order to direct the daily execution of a variety of activities involving the Department of Public Works and its personnel. This Department Head position reports directly to the Mayor and City Boards as appropriate. (Illustrative only) Supervises, through subordinate staff, various municipal programs including but not limited to, bridge/dam repair and maintenance; storm water management; infrastructure design, repair and replacement; pump station analysis; pavement management, transportation and traffic signal projects, fleet management, solid waste disposal including recycling, also coordinates work programs and directs the effective use of personnel, equipment and funds. Directs all capital infrastructure and construction projects. Oversees the establishment of City's fleet operations, maintenance and purchases, to include specifications. Establishes objectives and work programs for the Department of Public Works, evaluates same and makes changes as required. Represents, when required, the Department of Public Works at public hearings, board meetings, and intra-departmental meetings. Approves department budgets, monitors operating budget, requests transfer of funds for additional appropriations. Responds to citizen's groups or individuals, through conference, correspondence, or telephone in order to resolve problems or to supply information. Coordinates, selects, directs and confers with consultants, contractors and representatives involved in Public Works, construction or capital projects or programs. Participates as a key member of the City's emergency operations center, and assists in the planning and enforcement of the emergency operations plan and hazardous material plan. Plans, coordinates, prepares and oversees the execution of outside services contracts which may be part of the Department's annual professional services program. Directs the establishment of work rules, operating policies, performance standards and other controls necessary to achieve objectives. Prepares periodic and special reports to document inter-department activities. Provides opinions and services to all City agencies on issues relating to City properties and interests. Prepares the annual and capital Bureau budget request and submits to the Budget Director, Chief Financial Officer and Boards as required. Acts as a principal member of the Capital Budget review Committee. Counsels, reviews and evaluates subordinates and administers applicable union contracts as required. Serves on various Committees, Boards and Commissions. Establishes and controls new or emerging City and Public Works programs, analyzes existing activities and revises policy and procedures for same. Participates in professional programs and organizations in order to remain current on developments in respective fields. Performs other related work as required or directed.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Must be able to attend occasional (evening) Board and community meetings. Thorough and extensive knowledge of the methods, tools, equipment, practices, procedures, techniques and technologies of street, bridge, storm and sanitary sewers, and related maintenance and design work, land use management and refuse operations, vehicle specification writing and maintenance. Ability to plan, organize and supervise through subordinates the work of a large number of highly skilled, skilled, and semi-skilled workers engaged in design, survey, permit review, maintenance, repair, and other such related activities. Ability to perform work under emergency conditions as a member of the City's Emergency Operation Center Staff. Ability to express ideas clearly and effectively, orally and in writing. Knowledge of computers and software programs (design, maintenance and word processing). Ability to prepare and present clear and concise reports. Ability to establish and maintain effective working relationships with other department heads, employees, City officials, unions and the public. Considerable knowledge of the interpretations of plans and specifications associated with a variety of City infrastructure projects. Considerable knowledge of State and Federal regulations and programs associated with municipal improvements. Thorough knowledge of the various departments comprising the City government. Considerable knowledge of the geography of the City.

**IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE:** Graduation from an accredited college or university with a Bachelor's degree in Civil Engineering, Engineering Management, Construction Management or a closely related field and at least seven (7) years of progressively responsible experience in the administration and supervision of infrastructure maintenance and construction, three (3) of which must have been in a supervisory capacity.

**SPECIAL NOTE:** Three (3) year contract provision by City Charter

The Parts and Weights for this examination will be determined prior to conducting the exam.

Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination.

**APPEAL PROCESS:** An applicant may appeal a notice of rejection of his/her application to the Civil Service Commission within fifteen (15) days of receipt of such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

**THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER**

**E.O.E. M/F/H/V**